

Purpose

The administration and management of this program rests with the division or district involved. A tool allowance will be available to trade and craft employees who are required to maintain a tool inventory in excess of \$2,000.00. Allowance will be \$15.00 per pay period.

Policy

To provide uniformity throughout the Department, establish a minimum listing of hand tools to be provided by each individual hired in a trades and crafts position, to provide a tool allowance for maintenance and upkeep where appropriate and to provide guidance for replacement of tools lost, the following guidelines are established as policy of the Department of Transportation.

1. Minimum Hand Tool Listing Trades and Crafts

Mechanics A and J

All hand tools related to the basic mechanics set as follows: All socket sets (standard and metric) less than 3/4" drive and appropriate accessories, box and open end wrench sets up to 1 1/4" (standard and metric) and miscellaneous hand tools such as standard screw drivers, hammers, pliers (standard, diagonal cutting, needle nose, and channel lock, etc.), Allen wrenches, gauges, etc., with appropriate storage units. Other tools may be required, but because mechanics usually specialize in a particular area of equipment repair it is impossible to list the exact tools needed.

Plumbers A and J

Hand tools are as follows: Heavy duty pipe wrenches up to 2 1/2" capacity, flaring tool set, heavy duty tubing cutter 1 1/2" O.D. capacity, hammers, screw drivers and any required wrenches to 1 1/8" capacity, etc., with appropriate tool storage.

Electrician A and J

Hand tools as follows: Complete set of screw drivers, set of nut drivers, pliers, (lineman, diagonal, channel lock, long nose, wire strippers, and vice grips), tin snips, etc.; any wrenches required to 1 1/8" capacity and appropriate tool storage.

Carpenters A and J

Hand tools as follows: Screw drivers, hammers, levels to 36", hand planes, squares (rafter, combination and T level), brace and wrenches required to 1 1/8" capacity, and appropriate tool storage.

Welders A and J

Hand tools as follows: Combination box and end wrenches (standard and metric) to 1 1/4" capacity, 1 1/2" drive socket set (standard and metric) to 1"; 8, 10, 12-inch crescent wrenches, combination and rafter squares, pliers (channel lock, vice grip), set of screw drivers, and appropriate tool storage.

Maintenance Specialists

Because the duties of this position vary, each district or division should consider the individual duties of each position and determine the tools necessary.

2. The Department will not be responsible for the replacement of any hand tools due to loss, wear, or breakage in excess of the tool allowance, except when the loss results from fire or a reportable crime, on or involving department property.

In cases where the loss warrants replacement, the Department will provide the employee 85% of the replacement cost of all tools lost based on a certified inventory kept in the districts/divisions file.

The district/division will administer and manage this program through their Safety Coordinator in conjunction with the Department Risk Manager and Equipment Operations Manager.

In the event any questions as to replacement of tools cannot be determined at the local level, a final replacement review committee consisting of the members of the Equipment Advisory Committee is established.

Basic Mechanic Tool Set

		Tools	Extension Bar 8" Flex "T" Handle 18"
	<u>1/4 " Square Drive Parts</u>		
Sockets	6-pt. Standard 10 (5/32 thru 1/2") 6-pt. Std. Deep 9 (3/16 thru 1/2") 6-pt Metric 10 (4 thru 13 mm) 6-pt. Met. Deep 11 (4 thru 44 mm)	Combination	Standard 16 (1/4 thru 1 1/8") Metric 19 (7 thru 24, 27 mm)
Drive Tools	Ratchet fine tooth, quick-release Extension bar 2 (3, 6") Flex T" T Handle 6" Universal Joint one Spinner Handle 2 (6", 6" flex) Slide Bar 4 1/2"	Open End	Standard 9 (1/4 x 5/16 thru 1 1/6x 1 1/8") Metric 10 (6 x 8 thru 22 x 24 mm)
		Box-End	Short 3 (3/18 X 7/16 thru 5/8 x 3/4")
	<u>3/8 " Square Drive Parts</u>		
Sockets	6-pt. Std. Deep 8 (7/16 thru 13/16") 6-pt. Flex 7 (3/8 thru 3/4") 6-pt. Met deep 11 (9 thru 19 mm) 6-pt. Met. Flex 10 (10 thru 19 mm) 8-pt. Std. 5 (1/4" thru 1/2") 12-pt. Standard 8 (3/8 thru 13/16") 12-pt. Metric 11 (9 thru 19 mm) Screwdriver bit 6 (3 slotted, 3 Phillips Hex bit (std.) 6 (5/32 thru 3/8") Hex bit (met.) 6 (4 thru 8, 10 mm) 6-pt. Spark plus 2 (5/8, 13/16") 6-pt. Flex spark plus 2 (5/8, 13/16")	Flare Nut	Standard 3 (3/8 x 7/16 thru 5/8 x 11/16") Metric 5 (9 x 11 thru 19 x 21 mm)
		Tappett	Standard 5 (3/8 x 7/16 thru 3/4 x 7/8")
		Combination Ignition	Standard 10 pc. Set Metric 10 pc. Set
		Open End Ignition	Standard 8 pc. Set Metric 8 pc. Set
Drive Tools	Ratchet Fine-tooth, quick-release Extension Bar 3 (3,6, 10") Flex "T: Handle 10" Universal Joint One Speeder 16" Slide Bar 7 "	Crowfoot	3/8" sq. dr. Standard 10 (3/8 thru 1")
			<u>Miscellaneous Tools</u>
	<u>1/2" Square Drive Parts</u>	Nutdrivers	Standard 7 (3/16 thru 1/2"
Sockets 1/8")	12-pt. Std. 12 (7/16/ thru 1 12-pt std. Deep 11 (1/2 thru 1 1/8") 12-pt. Metric 15 (9 thru 19, 21, 22, 24, 27 mm) 6-pt. Spark plus 13/16"	Pliers	Arc Joint 9 1/2" Diagonal Cutting 7" Slip Joint 6 3/4" Ignition 5"
Drive Tools	Ratchet fine-tooth, quick-release Extension Bar 3 (3,6,10") Flex "T" Handle 15" Universal Joint One Speeder 18" Slide Bar 9" Stud Extractor One	Screwdrivers	Slotted 4 (stubby, 3/16 x 4 thru 5/16 x 8) Phillips 4 (stubby, Nos. 1,2,3) Offset One
		Hammer	Ball Pein 2 (8 ox., 12 oz.)
		Hex Keys	Std. 20-pc. Set Metric 20-pc. Set
		Punch & Chisel Set	5 pc. Set
		Additional Tools	8" adjust. Wrench
	<u>3/4" Square Drive Parts</u>		
Sockets	12 pt. Standard 15 (1 thru 2")		
Drive	Ratchet quick-release		

Procedures

Tool Allowance

UDOT 06A-46.1

Responsibility: Employee

Actions

1. Completes tool inventory and submits inventory to his immediate supervisor. This inventory must be specific and include catalog replacement value and manufacturer of each tool or set.

Responsibility: Immediate Supervisor

2. Verifies accuracy of tool inventory annually.
3. Maintains file of tool inventories.
4. Submits requests for tool allowances, on or about June 1st, annually.
5. Continuously verifies that the following conditions are met:
 - a. The tools that are inventoried by the employee are necessary for his duties.
 - b. The replacement cost of the tools exceeds \$2,000.00
 - c. The tools are used on a daily basis and not just stored at the job site.
6. Notifies District Administrative Manager, or Division Head, if any of these conditions are not continually met during the fiscal year.

Responsibility: District Maintenance Supervisor
Division Director or Equipment Operations Manager

7. Receives tool allowance requested.
8. Determines funding and accounting numbers.
9. Approves request and forwards to District Administrative Manager or Department Comptrollers Office.

Responsibility: Comptrollers Office

10. Receives approved tool allowance requests and processes payroll documents so that the \$15.00 allowance is added to the employee's paycheck for each pay period he is eligible.